

3305 - COMMUNITY DEVELOPMENT TECHNICIAN

NATURE OF WORK

This is responsible professional and technical work of average difficulty, involving, but not limited to the following areas: monitoring sub-grantees to ensure compliance with Federal regulations & contractual agreement, providing technical assistance to CDBG sub-recipients, preparing Commission Memos and Resolutions for City Commission approval, reviewing Request for Proposals (RFP) for eligibility under CDBG Program, review and approval of sub-recipient request for payments. Work is assigned and reviewed by the Housing and Community Development Director.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES

Coordinates the CDBG Planning Phase.

Prepares RFPs for CDBG Program. Reviews RFPs for eligibility under CDBG Program. Analyzes and approves sub-recipients requests for reimbursements.

Submits all departmental advertising to newspapers to ensure compliance with federal regulations.

Prepares and reviews Eligibility Synopsis for CDBG Program.

Composes, submits and advertised all amendments to the CDBG Final Statement.

Inputs payroll and prepare all necessary payroll paperwork for three divisions. Picks-up and distribute paychecks.

Assists in the preparation of the CDBG Final Statement and Annual Plan for submittal to HUD. Prepares Commission Memos and Resolutions.

Backs-up for Department Financial person. Backs-up for Departmental MIS Liaison person.

Assists in training new professional and clerical staff.

Prepares CDBG contractual agreements. Coordinates CDBG proposal review process.

Coordinates set-up of CDBG project files. Ensures sub-recipient insurance certificates.

Monitors departmental capital inventory control. Coordinates and prepares Citizen Participation Plan for federal/CDBG requirements.

Coordinates CD Week annual events. Ensures compliance with federal Fair Housing regulations. Prepares and submit Fair Housing advertisements.

Prepares Fair Housing Plan. Assists in implementing Fair Marketing Agreements.

Prepare Emergency Shelter Grant (ESGP) application. Monitors ESGP sub-recipient.

Attends meetings.

Assists in the preparation of grants.

Assists in the preparation of contractual agreements other than CDBG.

Prepares cooperation agreements with Cib departments. Prepares CDBG Quarterly Status Report.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of the laws, rules, regulations, procedures and policies governing the funding and administration of CDBG and other Federal and State assisted housing improvement or development programs.

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May require some knowledge of Real Estate principles and practices.

May require some knowledge of building construction and alteration methods and applicable codes.

Some knowledge of government assisted housing rehabilitation and/or development financing.

Some knowledge of the preparation of CDBG or other Assistance funding proposals and related program documents.

Ability to communicate effectively, both verbally and in writing.

Ability to conduct research related to housing assistance proposals and projects, including ability to prepare and deliver reports and other related materials.

Ability to establish and maintain effective working relationships with other employees, City officials, officials of other agencies, clients and the general public.

Ability to understand community, social and economic conditions and issues.

Ability to maintain accurate records.

MINIMUM REQUIREMENTS

Graduation from an accredited college or university with a Bachelor's degree in Business/Public Administration, Construction Management, or other appropriate field. Two (2) years full-time paid experience administering housing programs. Additional related experience may substitute for education on a year-for-year basis. Excellent writing and verbal skills. **DESIRES:** Government experience and PC skills.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word processor, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, sitting, standing, pushing, and pulling.

SUPERVISION RECEIVED

General and specific assignments are received from and reviewed by Community Development Supervisor; work is performed with little direct supervision and with some latitude for use of independent judgement in the selection of work methods and procedures. Work is reviewed for compliance with established objectives and standards.

SUPERVISION EXERCISED

None.